This workbook belongs to:

_____________________________________________________

[Logos of Hamilton Community Foundation, Davis Creek Community Planning Team, and Hamilton Neighbourhood Action Strategy]
Welcome to the Davis Creek Community Planning Team!

Interested in finding out more? Please connect with us:

Email: daviscreekteam@gmail.com

Facebook: daviscreekcommunityplanningteam

Your Community Developer is:
Judy Kloosterman
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Our Work in the Community

Davis Creek has big blue and white signs welcoming everyone into our community. The signs are also installed in all of our outdoor parks across our neighbourhood.

We have enjoyed and been lucky to meet so many interesting Davis Creek volunteers that have come to sign up and grab gloves and bags to clean up areas in our neighbourhood. Thanks to Councillor Collins for supplying coffee and Timbits!

Residents of the Davis Creek community shared some of their family favourite recipes with us. We put them into a cookbook that is given to people at our events.

Thanks to Dr. Sheri Longboat, and the Red Hill Valley Joint Stewardship Board, we had the opportunity to learn from two Haudenosaunee traditional medicine ladies, Pat and Eunice, about different healing plants and how to pick and dry them. The Salve Making Workshop taught us how to mix the dried plants together to make Medicine Salve.
Welcome Message

Welcome Invitation from The Chair

I have been involved with the Davis Creek Community Planning Team for over five years now. It has been an honour to be the chairperson of such a dedicated and hardworking group of neighbours and friends. The group has grown both in numbers and accomplishments over these short years. We have held and supported a number of events, projects and initiatives in our community with various interests with the intention of making all residents feel welcome and included in this neighbourhood. We have had wonderful support in our efforts from service providers, our Community Developer Judy Kloosterman, and Councillor Collins.

I believe the growth and success of the group ultimately comes from the group itself. Being dedicated and having vision is certainly important, but to truly be community minded takes more. I have been fortunate enough to have neighbours and friends around the table who equally extend genuine measures of understanding, kindness, compassion, mutual respect and humour at every meeting, which helps us to be such a cohesive working team. It is from that basis that we extend ourselves into the community in our projects and events, and on that basis we find our success.

David Deslandes
Chairperson, Davis Creek Community Planning Team.

Message from the Youth Group

The Davis Creek Youth Committee would like to welcome all youth in the Davis Creek area to join us! We have exciting things for all youth to participate in, including: the Davis Creek Locker Project; Art in the Park; Summer Movie Nights; producing the Davis Creek Newsletter, “The Locker”; and much more!

Have an idea and want to make it a reality? Come and join us at the Davis Creek Youth Committee meetings!
Who We Are and What We Are About

■ Mission Statement
Create a welcoming and safe community, led by residents who are empowered to be involved and responsible for the continuous development of our community.

■ Vision
- To work together to achieve our goals for a better community
- To engage and create an active and responsive link between residents, service providers and others involved in the Davis Creek Community
- To encourage residents’ participation in the Davis Creek Community
- To be a voice in the neighbourhood for the Davis Creek Community

■ Values
- Respect
- Breaking Down Barriers
- Safety
- Involvement
- Improvement
- Communication
- Commitment
- Fun
- Socialization
- Partnerships
- Responsibility

Hamilton’s Neighbourhood Action Strategy Davis Creek Community Plan
Where We Are

Davis Creek Catchment Area (Boundaries)

- **North** - King Street South
- **South** - Escarpment
- **East** - Centennial Parkway West
- **West** - Redhill Expressway East

We (the Davis Creek Neighbourhood Planning Team) developed this plan in 2015-2016. We were supported in the planning and implementation process by our Community Developer, Hamilton Community Foundation and the Neighbourhood Action Strategy Office of the City of Hamilton.
Our Stories

Marie
“I became a member of the Davis Creek Community Planning Team through volunteering with C.A.T.C.H. (Community Access to Child Health). While volunteering I began to meet my neighbours more than ever. I went from taking out the recycling and trash to doing the Food Cupboard. There I began to meet more people down on their income that this service filled a great need in the area. Then the opportunity came to be a part of a Team that could do things for the whole Davis Creek area. Judy Kloosterman and Suzanne Brown guided us through the beginning along with the help of Professor Helen Thomas (School of Nursing-McMaster). I was inspired to be volunteering with these bright women. It is a great feeling when you see so many volunteers working together to put an event on in the community.”

– Marie Raftis

Kristina
“I’ve been a member for 3 years. I live in an area with good people and beautiful nature. We need to take care of our family, friends, animals, and nature that we have. We have it all, yet have more to offer and work at.”

– Kristina

Nicola
“I joined the Davis Creek Community Planning team to make a difference in our neighbourhood. With my focus on youth involvement, the help of our Community Developer and the planning team we were able to create the Davis Creek Youth Group. This group brings youth to the table to socialize and plan youth focused events.”

– Nicola Munarolo, 21
Our Stories

- **Rosie**
  “I decided to join the Davis Creek youth group/ planning team after I volunteered at a clean-up in April 2017. I wanted to be a part of the Davis Creek planning team so I could get to know people, organize events in the community and help improve Davis Creek.”
  – Rosie, 17

- **Edna**
  “I have been a member of Davis Creek Planning Committee for 3 years. I have seen a lot of changes in my neighbourhood. I enjoy being involved in making decisions to better our area. I am 70 years old and would like to see more seniors coming out to events. Hopefully our new Recreation Centre will have activities to draw them in.”
  – Edna Kennedy

- **Erinn**
  “I joined the planning team in October 2016 after starting work at Green Venture because I wanted to continue our relationship with Davis Creek and find new ways to help improve the community. Everyone has been very welcoming and great at getting me up to speed on the goings on in Davis Creek. In the future, I would like to see more community collaboration for things like tree plantings, Davis Creek-focused waste campaigns, and stormwater management initiatives!”
  – Erinn, 27

- **Arlene**
  “I joined the Davis Creek Community Planning Team in February of 2015 at the invitation of a friend. Although I am 59 years older than our 13 year old Youth Committee members, it is valuable to have ideas from different age groups. I enjoy helping to plan our events with the guidance of Judy Kloosterman, our Community Developer, and hope there will be many more to come. They enhance living in Davis Creek.”
  – Arlene Baker
Cindy
“I run the community house in St. Andrews, a part of the Davis Creek community. I joined the planning team meetings to meet new people and help build my community.”

– Cindy

Maryam
“As a current high school student, I joined the Davis Creek Youth Committee to gain valuable skills and experience with integrating with fellow community members. Together the committee has come so far and I consider myself very lucky to be involved with a group so dedicated. And I hope that everyone in this committee can keep working towards the betterment of this beautiful neighbourhood!”

– Maryam
Our Stories

Isabella

“My name is Isabella, I'm 13 years old and when I first joined the Davis Creek Community Planning Team in 2012, I mostly did it because my dad was a part of it and I had no choice. However, I decided to join the youth committee this year because I really saw the difference it makes in the community. I really enjoy being part of the committee, because I like helping out with all the events that are hosted by the Davis Creek Community Planning Team, such as the LGBTQ dance, earth day clean-ups, and weekly movie nights. I really do enjoy being on the planning team, and I plan on being on the committee for many more years.”

– Isabella

Claudia

“I had recently retired and was out for my daily evening walk when this lady on a scooter stopped me and handed me some information papers. I was embarrassed that I did not know what community I actually lived in. She invited me to the next DCCPT (Davis Creek Community Planning Team) Meeting. That was the beginning of a great relationship with Judy Kloosterman, our Community Developer, and making of a very satisfying “volunteer” journey. I have been involved in many changes and decision makings in my neighbourhood. I hope to continue to help make Davis Creek a safe community and one that will continue to welcome new residents and encourage their participation.”

– Claudia

“Service to others is the rent you pay for your room here on earth.”

– Muhammad Ali

Phil

“I purchased an investment property in the Davis Creek community five years ago and I see tons of potential with this area. It has come a long way and with the new homes and community centre, this area has not let me down. I intend to familiarize myself with the people who come to the meetings and I am very interested in developing youth through basketball and business opportunities.”

– Phil
Janice

“I have been a member of the Davis Creek Community Planning Team (DCCPT) since October 2013. Back then, as a recent retiree with time on my hands, I wanted to become involved in my community and joined, through a very good friend, the DCCPT.

These past four years have made me aware of the resources that are available to the residents of the Davis Creek community; not only of the events and projects that have been implemented by the team and those that we have participated in, but I also have been enlightened as to the support that is available and given by our community developer, service providers and our Councillor.

Our team, along with Community Developer Judy Kloosterman, our service providers and Councillor Chad Collins are a cohesive, sincere, devoted, engaging, eager group and because they are such a great group of people, I always look forward to our meetings and events. The number of members on our team continues to grow.

Volunteering my time and energy with the DCCPT is a very rewarding experience for me and I hope to be a member of the team for a very long time.”

– Janice
Davis Creek Neighbourhood

What is a community asset?

A community asset is *anything* that improves the quality of community life.
Thank you to all the residents in Davis Creek who contributed to this map!

Community Assets as identified by residents at different events in Davis Creek up to and including the summer of 2017.
Our Action Plan
Goal A: Improve Beautification of the Neighbourhood

Action 1: Clean and Green
The Davis Creek neighbourhood places a strong emphasis on maintaining and enhancing natural features and open spaces in the community. To enhance neighbourhood beautification, the planning team will:

- A. Raise awareness and education about waste diversion within the neighbourhood and work with residents and property owners to increase diversion rates
- B. Promote and expand community clean-up events throughout the neighbourhood, including natural areas
- C. Participate in tree replanting efforts across the neighbourhood, taking advantage of tree planting programs to replant over 5,000 trees in Davis Creek
- D. Support community garden initiatives
- E. As the neighbourhood experiences new development, the planning team will advocate for the inclusion of green space and public amenity space

Comments and notes
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__________________________________________________________________________
Timing
__________________________________________________________________________
Goal A: Improve Beautification of the Neighbourhood

- **Action 2: Wayfinding**
  
The Davis Creek neighbourhood is located within the Niagara Escarpment Area and benefits from many natural areas, paths and opportunities to explore nature. To raise awareness and access of these features, the planning team will:

  A. Advocate for a bridge across the Davis Creek at the south end of Quigley Road for residents to access the many paths along the Niagara Escarpment

  B. Advocate for, design and install signs directing residents and visitors to the many pathways, trails, waterfalls and parks within the neighbourhood

  C. Design and install interpretive panels/signs in parks to highlight the history and unique features of the different parks

**Comments and notes**

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**Timing**

__________________________________________________________________________
Goal B: Neighbourhood and Community Engagement

Action 1
The Davis Creek Planning Team is committed to raising awareness of its community assets and encouraging community participation. The planning team will create and support an inviting and safe space for residents to come and participate in neighbourhood planning and development. To do this, the planning team will:

- **A.** Create and distribute a publication (newsletter/newspaper) that highlights community news, activities, events and opportunities.

- **B.** Celebrate the accomplishments and commitments of residents, businesses and service providers who work together to make Davis Creek a better neighbourhood. This may include creating:
  - The Davis Creek Award for best garden/landscaping
  - The Davis Creek Special Events Award for best decorated home in categories such as Halloween, Christmas, Heritage, etc.
  - The Davis Creek Community Award for outstanding contributions made by residents, businesses or service providers

- **C.** Raise awareness of the planning team and identify opportunities for increased community involvement and participation

- **D.** Have a strong voice on issues that affect the Davis Creek community through building relationships and working collaboratively with the City, community partners and other agencies

- **E.** Develop opportunities for skill development and team building activities to strengthen the planning team and its members
Goal C: Enhance the availability and appropriateness of programs, services and resources

Action 1

The Davis Creek neighbourhood places a strong emphasis on having a wide range of services, supports and activities that complement the needs of residents and contribute to the assets of the community. To facilitate this, the planning team will:

- A. Promote and enhance property standards in the neighbourhood
- B. Advocate for enhanced transit (HSR) services within the neighbourhood
- C. Advocate for the replacement or repair of aging infrastructure across the neighbourhood
- D. Work with community partners to determine feasibility of programming that meets community needs, including employment, education and training opportunities
- E. Enhance the connection and relationship to the Sir Wilfrid Laurier Recreation Centre
F. Promote and encourage outdoor activity within parks and at HSR stops, including the addition of permanent exercise apparatus

Comments and notes

Timing

Action 2

The health and well-being of residents is vitally important to the community. To facilitate this, the planning team will:

A. Explore the opportunity for workshops to be delivered on enhancing individual physical health and well-being

B. Promote and encourage supports and services that contribute to the mental well-being of all residents

Comments and notes

Timing
Goal D: Food Security

Action 1
Access to and awareness of healthy food is important for all residents. To do this, the planning team will:

A. Support the development, opening and sustainability of a food centre in the east end (Davis Creek)

B. Collaborate with the food centre and community partners on the delivery of workshops and educational programs that contribute to healthy eating, cooking lessons and making healthy choices for food

C. Ensure that all community members have the most up to date information about the food centre and explore ways to contribute to its programming and success

Comments and notes
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__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Timing
__________________________________________________________________________
Goal E: Youth Participation and Engagement

**Action 1**
Encourage the involvement and participation of youth to contribute to the Davis Creek neighbourhood and the Davis Creek Planning Team. To do this, youth, with the support of the planning team, will:

- **A.** Recruit youth to participate and contribute to regular youth meetings and events

- **B.** Design, produce and edit a quarterly newsletter or newspaper for community members to share information, ideas and interests. A portion of the newsletter will focus on youth-specific ideas and opportunities

- **C.** Work with local youth to identify issues and opportunities that will address the needs of youth in the Davis Creek neighbourhood

*Comments and notes*

__________________________________________________________________________
__________________________________________________________________________
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*Timing*

__________________________________________________________________________
Moving Towards Action

To help support our projects and move them from IDEA to REALITY, the Davis Creek Community Planning Team (DCCPT) values the use of sub-committees (or small groups).

■ What is it?
A sub-committee is a small group of people who come together to focus on a specific project. The group is responsible for guiding the work on a project, engaging with the community and providing updates back to the DCCPT.

■ Why Should I Join?
If you have a particular passion or interest in an idea or action, your enthusiasm, participation and support will be valuable to ensuring the success of a project. Participating in a sub-committee may involve: attending meetings, working with project partners, speaking with neighbours and providing your thoughts into the work. The DCCPT respects your time and commitment, and will support all members in their contributions to a project, big or small.

Participants on the sub-committee may include:

- Residents
- Stakeholders
- City staff
- Community partners

■ How Does it Work?

**Step 1**
Identify the project and its goal.

**Step 2**
Identify the resources available (people, money, support).

**Step 3**
Identify the steps needed to achieve our goal.

**Step 4**
Finish – how do we move onto the next phase of the project?
Creating a Project Work Plan

To ensure the work is completed in a timely manner, it is important to have a clear “plan of action”. This includes outlining the process, including: identification of project goal, tasks, stakeholders, volunteers, timing and deliverable (the results). An example of a project work plan is included below.

<table>
<thead>
<tr>
<th>Action Name:</th>
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<tbody>
<tr>
<td>Action Goal:</td>
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<table>
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<tr>
<th>Task</th>
<th>Responsibility</th>
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<tbody>
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Our Planning Process

Purpose
• For the community residents to participate in our community
• To meet our neighbours
• To have the best neighbourhood in the City of Hamilton
• To take pride in our neighbourhood

How the plan is developed (the process)
• Community consultation
• Open forum discussions
• Talking to community residents
• Special events
• Community conversation at bus stops, stores, on the street, etc.

Planning Team Participants
• Residents of Davis Creek
• Community Developer
• Neighbourhood Action Strategy staff
• Parkview Terrace
• Student Placements
• City Housing Hamilton
• John Howard Society
• Public Health School Program
• Green Venture
• Ward 5 Councillor (Chad Collins)
• Red Hill Public Library

Who was consulted
• Residents of Davis Creek
• Various departments of the City of Hamilton
• Ward 5 City Councillor’s office
• Service Providers (at Planning Team table)

When did the planning take place?
• Started September 2015 - ongoing

Examples of Community Events and projects supported by the Davis Creek Planning Team
• Davis Creek Easter Egg Scramble
• Davis Creek Community Clean Up
• Davis Creek Community BBQ and Movie Nights
• Davis Creek Colouring Contest
• Green Venture Community Clean Up
• Youth Valentine’s Dance
• Winter Discovery / Fun Day / Winterfest
• Grassroots Soccer
• Davis Creek Cookbook
Our Terms of Reference

The Terms of Reference helps define how the DCCPT will operate. It is useful for understanding the different roles, responsibilities and decision-making process that the group will undertake.

Terms of Reference

Purpose

- Identify, develop and support leadership skills in residents of Davis Creek
- Address the challenges that affect Davis Creek
- Build on existing/develop new relationships and resources
- Organize events to bring the community together
- Involve the community in the growth and development of Davis Creek
- Plan/promote a positive environment where ideas and information can be exchanged
- Support community initiatives
- Utilize an Asset-Based Community Development (ABCD) model

Desired Outcomes

- Have a strong community planning team
- Continue community engagement
- Implement community work plan
- Bring a diversity of Service Providers to the table on an as needed basis
- Seek out and support strengths in community
- Continue promoting of Davis Creek Community Planning Team (DCCPT)
- Continue engagement with City of Hamilton to support the implementation of the neighbourhood plan
Our Terms of Reference

**Positions of the Community Planning Team Executive**

This group will consist of chair, vice-chair, secretary, treasurer, and committee/subcommittee coordinator(s). All positions on the Davis Creek Planning Team Executive will be filled by residents 19 years of age or older living within the Davis Creek boundaries.

**Chair (1): Two year position (rotating opposite year of vice-chair)**

*Chair responsibilities are to:*
- Demonstrate leadership
- Set the agenda in consultation with the recording secretary
- Facilitate productive meetings
- Participate or designate an alternate to represent city-wide activities

*All notes are to be reviewed by the chair for final edit two weeks before being distributed*
*Notes are to be sent out one week prior to planning team meeting*
*All regrets are to be communicated to the chair prior to meeting*

**Vice-chair (1): Two year position (rotating opposite year of chair)**

- Assist chair when required
- Take on role and responsibilities of chair when needed

**Secretary: Two year position (Same voting year as chair)**

*The secretary is responsible to:*
- Demonstrate leadership
- Record notes
- Support chair/vice-chair in meeting preparation and follow up
- Set the agenda in consultation with the chair
- Provide communications support to the DCCPT and appropriate community resources

**Treasurer: Two year position (Same voting year as vice-chair)**

*The treasurer is responsible to:*
- Demonstrate leadership
- Prepare and present financial statements for each meeting
- Set and maintain a bank account for the DCCPT if needed
- Oversee and participate in grant subcommittee
- Insure all grant monies are returned and receipts balance
- Follow up with grants, make sure all reports are handed in as well as left over funds
- Insure CD is given a copy of final report (with all original receipts and monies left over) to be filed at the Hamilton Community Foundation
Committee/Subcommittee Coordinator(s) (Grant Committee, Special Events/Awareness Committee, Setup/Refreshment Committee, Communications and other committees/subcommittees as needed)

Committee/subcommittee coordinator(s) responsibilities are to:
- Demonstrate leadership
- Set meeting times and dates of their subcommittees
- Set the agenda for their subcommittee meetings
- Facilitate meetings
- Report/present to the Planning Team
- Term – as per Annual General Meeting (AGM)
- Committee/subcommittee will each appoint a coordinator(s) of the group(s)

Members

Members are invited to:
- Attend meetings on a regular basis
- Be prepared to discuss items on the agenda
- Share personal expertise and participate in activities, initiatives, subcommittees, planning process, etc.
- Regrets are to be communicated to the secretary prior to meeting (when possible)
- All executive positions will be a two year term
- All agenda items to go to secretary two weeks before monthly meeting
- Share information and promote Planning Team

Participants

- Anyone who is committed to our mission and vision, identifying issues and suggesting solutions per boundaries of Davis Creek
- Working sub-group committees will be created as deemed necessary by the Davis Creek Planning Team and participants solicited for these purposes
- New member recruitment process will be ongoing
- Businesses, agencies, faith communities and service providers who can provide support to the planning team and contribute to the team’s priorities, as identified by the planning team
- Every person of the Davis Creek Community Planning Team will represent the group in a “lead by example” manner at all times

Community Resident Guest

- Prove they are a community resident of Davis Creek
- Attend AGM only
- Gets one vote per position (election)

Resources and Support

- The Davis Creek Community will welcome the support of any and all individuals, agencies and institutions as invited that support the vision and mission of our group.

Participants are invited to:
- Attend meetings on a regular basis
- Be prepared to discuss items on the agenda
- Share personal expertise and participate in activities, initiatives, subcommittees, planning process etc.
- Regrets are to be communicated to the secretary prior to meeting (when possible).
Our Terms of Reference

Monthly Meetings

**Frequency**
- Meetings will be held once per month
- Extra meetings as determined by the needs of the DCCPT
- September AGM

**Location**
As determined by the DCCPT.

**Decision Making**
- Consensus will be the preferred decision-making model. If consensus cannot be achieved, the discussion will be based on 50% plus one of the membership in attendance. (Chair votes only in the event of a tie)
- Only active community members 13 years of age or older can vote
- Members have to have attended three meetings leading up to the vote for decision making
- To hold an executive position, you must have been an active member for the last six months
- All inter member conflicts will be referred to the Community Developer for resolution

**Annual General Meeting**
- Open to the public
- Everyone is welcome
- Voting
- Active members/participants of the Davis Creek Planning Team – three points per position
- Community Resident Guest – one point per position

Conflict Resolution – any conflicts are brought to the executive to determine next steps to resolution. If an executive member is in the conflict, a declaration of conflict of interest must be made.
We wish to thank the Hamilton Community Foundation, City of Hamilton and Best Start for their generous on-going financial support and encouragement.